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*Conference 22-23 Oct '68.*

*Circulated to RAB*

24 OCT 1968

MEMORANDUM FOR: Chief, Information Processing Staff

SUBJECT : Records Management Conference

For your information.

1. I attended the CIA Records Management Conference, 22-23 October 1968 at [REDACTED]. [REDACTED] also attended, representing the O/PPB records function. About 80 Records Officers participated in the Conference.)

2. I gave a talk on ADP and its impacts on records management. As a member of the CIA Records Board, I also participated in a Panel which reviewed and commented on team proposals for improvements in Agency records systems. (Conference Schedule attached.)

3. The following linkage of concepts on future possibilities grew out of the team proposal/Panel review session: (-Nothing startling... but interesting, and certainly unexpected on my part, that it should emerge in such a group and on so little provocation):

Element 1: MT/ST - Machine Language Captured during generation of original document.

One team pointed out that OER, OSR, OCI, most contributors to the NIS program, etc. are now generating machine language as a by-product of document generation via typewriter.

Because of speedy text editing, automatic generation of final copy, and other publication advantages, the use of IBM's MT/ST (Magnetic Tape/Selectric Typewriter) - or similar systems - is expected to expand throughout the intelligence community. Result: it is reasonable to expect for the future that the bulk of intelligence reporting will be captured in machine language at the point of origin of the document... essentially cost-free and simultaneously.

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Element 2:     Magnetic Tape-to-Microfilm (Automatic Conversion)

Another team explained that CRS microfilms (for its aperture card file) most of the intelligence reports coming into the CRS system. This is a very large filming effort.

Given magnetic tape (Element 1) as a by-product of the report generation process, we could automatically produce microfilm for CRS at the very high speeds of such converters as the Kodak KOM-90 or the Stromberg-Carlson SC-4360 (Element 2) without any handling of hardcopy whatsoever. (There are some apparent problems of control here but the team's notion of potential pay-off is still valid.)

The team pointed out also the obvious relationship the combination of these two elements has to volume reduction in storing both active and inactive (retired) records.

Element 3:     Automatic Dissemination

Another team indicated that large amounts of manpower are now spent in reading the intelligence flow for dissemination purposes... and that some degree of automated dissemination is already possible and, further, that dissemination by computer can reasonably be expected to improve as development efforts continue.

Thus, given intelligence documents in machine language (Element 1) and the hardware/software for at least a "first cut" in the dissemination process (Element 3), significant savings in manpower should result in that the test scan and dissemination decision step would be accomplished without people. (The distribution of documents, which follows the dissemination decision, might eventually be performed electrically, also, it was pointed out.)

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Element 4: Rapid Search Machine (GE's RSM) for Automatic Search & Retrieval Without Indexes

In the Board's discussion with the team, it was pointed out that, given machine language versions of intelligence reporting (Element 1) and use of a capability such as GE's Rapid Search Machine (Element 4), the search & retrieval of intelligence documents could be performed to the extent the capacities of such systems permit without the slow & expensive process of human indexing and extracting which characterizes today's systems.

(Further, it was indicated the very high-speed capabilities of the RSM concept (Element 4) might also be applied to the automatic dissemination task (Element 3) given, once again, machine language versions of U.S. intelligence reporting (Element 1).

4. My evaluation of the Conference: Successful even if not outstanding. I do think the conference must have succeeded in:

- a) increasing an awareness of new technologies relevant now or in the future to records management tasks;
- b) encouraging & stimulating the c. 80 Records Officers in attendance through the excitement of new technologies, the group "esprit" which broad concepts of new systems generate, and the apparent evidence of management's desire & support for improvements in the records program of the Agency.

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Attachment:  
Conference Schedule

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